

PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA
MEETING MINUTES

Date: November 29, 2021

Location: Virtual

Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Claude Cicchetti (Clerk), Paul Macone, Bruce Button.

Others Present: Susan Bates – Select Board, Kate Hodges – Deputy Town Manager, Joseph O’Connor – Chief of Police, Ned Perry, Joe Repoff, Mark Howell, Anita Tekle, Karlen Reed.

1. Call to Order

The meeting was called to Order by Anne Rarich, Co-Chair at 4:02 pm.

2. Approval of Minutes

The group discussed and amended the draft minutes of the meeting of November 18, 2021. Two phrases were added to the minutes for clarity. Upon a motion duly made and seconded, it was voted unanimously by those present to approve the minutes.

3. Discussion

Anne drafted questions as a guide for us to ask in our discussions with stakeholders. Ruth commented that the questions should address all stakeholders, specifically looking at what people are looking at for the outcome of this task force. Paul asked if there was a role for the Personnel Board in exit interviews.

Claude expressed caution at expressing opinions on how HR (for example) are doing their job, instead focusing the questions on the role of the Personnel Board. Anne, Ruth, Bruce, and Paul agreed that our mandate includes looking broadly at our mission including questions regarding HR and administration.

Ruth talked about the timing of talking with stakeholders. Paul submitted questions to Human Resources and is awaiting a response.

Anne drafted a note describing the creation of our task force for distribution to employees which she will send to the Town Manager. Paul suggested adding a sentence welcoming employee input.

4. Public Comments

Anne Rarich opened the meeting to public comments. Anita Tekle pointed out an error in an email address. Karlen Reed asked whether the Personnel Board would be open to hearing public comment at their meeting. Mark Howell made a point about screen sharing over Zoom.

5. Future Meeting Schedule

The Board re-affirmed the following schedule of future meetings through the end of the year.

- Monday, December 6th, 4pm (Virtual)
- Monday, December 20th, 4pm (Virtual)
- Monday, January 3, 4pm (Virtual)

6. Adjournment

The meeting was adjourned at 4:40 pm.

Respectfully submitted,
Claude Cicchetti, Clerk

Approved: December 20, 2021